

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
PAYROLL EXAMINER 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the Current Examination List
Location: 55 Elm Street, Hartford, CT
Job Posting No: #88493
Hours: Full-Time (40 hrs/week)
Salary: \$40,814 (CL15) Starting Annual Salary
Closing Date: Tuesday, July 30, 2013 - Application materials must be received by 4:30 p.m. by this date.

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Payroll Examiner 1** position within the Payroll Services Division (PSD). The selected candidate will be accountable for examining state payrolls and supporting documentation.

Eligibility Requirement: Candidates must have applied for and passed the **Payroll Clerk** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Under supervision, responsible for submitting the federal and state quarterly 941 records/documents as required by the Internal Revenue Service (IRS), the Social Security Administration (SSA) and the Department of Revenue Services (DRS); balances the bi-weekly federal and state tax payments to the 941 quarterly records/documents; ensures that the yearly W2 (and W2-C) files balance to the 941 summed totals for the corresponding 4 quarters; records/applies prior year tax adjustments/refunds/corrections to the quarterly 941 records/documents and submits them to the IRS, SSA and DRS (as needed); assists with the calculation of current year adjustments as necessary to ensure employee records are in balance to facilitate the annual reconciliation of employee payroll data prior to the preparation of annual tax statements; processes corrections to prior year tax statements to reflect workers compensation settlements and overpayment recoveries; prepares and audits monthly financial documents to satisfy Auditors of Public Accounts and rules; assists with the auditing of employee's year to date earnings to determine if original employee's wage and tax statements are correct; computes calculations for corrected wage and tax statements for employees, IRS, Social Security Administration and State Comptroller's records; processes refunds of prior year social security overpayments to employees as well as processing the collection of unpaid social security owed; advises agency payroll offices and state employees on federal and/or state regulations; liaison with State Agencies, State Treasurer and other departments; may perform technical or complex clerical work in activities related to electronic data processing as required and performs related duties as required.

IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:

- Knowledge of Auditing Skills
- Excellent Oral & Written Communication Skills
- Excellent with Excel, Access and PeopleSoft

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Management Services Division - Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
Fax to: 860-702-3324
Email: elena.vazquez@po.state.ct.us

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.